

HORIZON COMMUNITY HEALTH BOARD

Douglas County Public Works
Alexandria, MN 56308

Monday, August 14, 2017
9:00 a.m.

Minutes

Present: Douglas: Charlie Meyer, Jim Stratton, Jerry Rapp
Grant: Pete Hoff, Doyle Sperr
Pope: Larry Lindor, Larry Kittelson
Stevens: Bob Kopitzke
Traverse: Dave Salberg, Todd Johnson
Community representatives: Dennis Thompson

Staff: Sandy Tubbs, Horizon Public Health Administrator
Kathy Werk, Horizon Public Health Assistant Administrator
Greta Siegel, Horizon Public Health Assistant Administrator
Dr. Dave Watkin, Medical Consultant

Guests: Stacey Lhotka, Human Resources Coordinator, Horizon Public Health

Absent: Deb Hengel, Community Representative
Jeanne Ennen, Stevens County

The meeting was called to order at 9:00 a.m. by Chair Larry Lindor and introductions were made.

Horizon Public Health Human Resources Coordinator, Stacey Lhotka, introduced herself to the Board.

Approve Agenda: Motion by Bob Kopitzke, second by Larry Kittelson to approve the agenda as printed. Motion carried.

Approve minutes of July 10, 2017 meeting: Motion by Dave Salberg, second by Dennis Thompson to approve the July 10, 2017 minutes as mailed. Motion carried.

Building a Strong Public Health System presentation by Sandy Tubbs:

Ms. Tubbs presented "Building a Strong Public Health System: Past, Present and Future" to the Board. Ms. Tubbs' presentation provided the Board with a history of Public Health, the various roles that Public Health has had in the national landscape in the past 50+ years, and the sequence of events that led to the establishment of the National Public Health Accreditation Board (PHAB).

In a 1988 Institute of Medicine Report, the Future of Public Health, the report stated that "this nation has lost sight of its public health goals and has allowed the system of public health activities to fall into disarray". The IOM then identified 3 core public health functions and drew attention to the roles of health departments and their partners.

In 1994 the US Dept of Health and Human Services identified a vision, a mission, and key responsibilities for Public Health, which became known as the "Ten Essential Public Health Services" and the framework for a new generation of public health practice.

In response to the 1988 Institute of Medicine Report, a combination of federally and foundation-funded efforts laid the groundwork for improving public health systems, which includes the many entities that contribute to the community's health. In 1997 the CDC initiated the development of the National Public Health Performance Standards to develop tools to assess and strengthen state and local public health system partnerships. Best practices for public health evolved and coordination was improved.

In the late 1990's the WK Kellogg Foundation and Robert Wood Johnson Foundation partnered to support the Turning Point program, which funded 14 state and 41 local community partnerships to develop system improvement plans and explore performance management. With Turning Point and NPHPS efforts, new opportunities evolved to strengthen public health partnerships at all levels, define the role of the health department in ensuring a strong public health system, and provide much-needed tools for improving public health practice.

A renewed awareness of the importance of a strong public health infrastructure came with the events of 9/11 and the anthrax attacks in the early 2000's. While these events increased funding for the day-to-day activities associated with emergency preparedness, there was little additional funding to help public health departments strengthen essential public health services overall.

In 2002, the Institute of Medicine Report produced another report "The Future of the Public's Health in the 21st Century", that focused attention on health department accreditation as a means of most effectively protecting and promoting the health of the population. The report again emphasized that the nation's entire governmental public health infrastructure must be revitalized and strengthened.

As a result, in 2007 the Public Health Accreditation Board (PHAB) was established. In 2010 the CDC launched the National Public Health Improvement Initiative to increase health department's capacity to achieve national public health accreditation and implement performance management. In 2011 the first national voluntary accreditation program was launched and in 2013, the first 13 health departments in the nation were officially accredited.

Local Public Health Act Performance Measure 2016:

Ms. Tubbs presented an overview of the 2016 Local Public Health Act Performance Measures for the Horizon Community Health Board. In MN, all community health boards are asked to annually report on their ability to meet 37 of the national public health measures, which are closely associated with the six areas of public health responsibility in the Local Public Health Act in Minnesota. These reports facilitate comparisons with other community health boards as well as with a community health board's own historical data.

In 2016, Horizon Public Health was able to fully meet 23 measures, partially meet 13 and not able to meet 1 measure of the total 37 measures. In a comparison from 2014 to the present, Horizon Community Health Board was able to make improvements in the number of measures fully met (21 to 23) and measures unmet (5 to 1). Horizon was able to make significant advancements in meeting the measures in Domain 5 which included policy and plan development, the Collaborative Community Health Improvement Plan (CHIP), and an implemented strategic plan.

A workforce competency assessment was completed to determine the strengths and weaknesses within the organization. The top two workforce strengths identified were analysis and assessment and financial planning and management. The top two workforce gaps include policy development and program planning and cultural competency.

By the end of 2016, 8 health departments have achieved National Public Health Accreditation in Minnesota, 3 are in the process and 10 are planning to apply. The SCHSAC Performance Improvement

Steering Committee will use this statewide data to recommend areas of improvement for the entire public health system in Minnesota. Horizon Public Health's next steps are to complete an organizational assessment of all National Standards and Measures (approximately 100), assign Domain Teams for all 12 domains, collect, analyze and file required documentation for the measures for which Horizon indicates it is fully able to meet the standard/measure and develop documentation for those measures not fully met.

Horizon Public Health Payroll Policy:

Ms. Tubbs presented a policy that defines the employer and employee responsibilities in relation to payroll processing. This policy essentially puts into writing what the past practice has been regarding Horizon Public Health payroll processes.

Motion by Dave Salberg, second by Larry Kittelson to approve the Horizon Public Health Payroll Policy. Motion carried.

Consider and approve the 2017-2018 Clifton Larson Allen, LLP Engagement Letter:

Approval of Clifton Larson Allen, LLP to conduct the Horizon Public Health 2017 and 2018 annual audits.

Motion by Bob Kopitzke, second by Todd Johnson to approve the engagement letter with Clifton Larson Allen, LLP for audit years 2017 and 2018. Motion carried.

Personnel Update:

Ms. Tubbs presented a letter of retirement from Peg Hedman, Case Manager, located in the Wheaton office. Motion by Charlie Meyer, second by Dave Salberg to accept the retirement of Peg Hedman. Motion carried.

No request to hire a replacement for this position was presented as these job responsibilities will be distributed to current Horizon Public Health staff.

Financial Issues

Approve payment of warrants for July 2017: After a few specific vendor questions, the July 2017 warrants in the amount of \$269,797.07 were approved on a motion by Dennis Thompson, second by Dave Salberg. Motion carried.

Resolution 17-10 accepting July 2017 Hospice donations: Ms. Tubbs presented Resolution 17-10 accepting July 2017 Hospice donations in the amount of \$1,536.00 as follows:

RESOLUTION 17-10

BE IT RESOLVED, that the Horizon Community Health Board hereby accepts the July 2017 donations to Hospice of Douglas County in the amount of \$1,536.00.

Dated this 14th day of August, 2017.

Motion by Charlie Meyer, second by Jim Stratton to adopt Resolution 17-10. Motion carried.

Approve Year-to-Date Financial Report: The monthly financial report was presented and reviewed. During the month of July 2017, Horizon Public Health recorded \$295,795.23 of expenditures in excess of revenues. However, year to date revenue exceeds expenditures by \$164,814.90, with total assets of \$4,721,684.12 as of 7/31/17.

Motion by Todd Johnson, second by Jim Stratton to approve the financial report as presented. Motion carried.

Updated Recommendations from Finance Committee:

Ms. Tubbs notified the board that Glenwood State Bank was willing to increase the interest rate for Horizon Public Health when they were notified that funds were being withdrawn to invest in the MAGIC fund per prior Board approval on 7/10/17.

Glenwood State Bank offered to increase the rate from 0.70% to 1.00% on the money market account and issue a \$3 million 12 month CD at a 1.35% interest rate. Ms. Tubbs emailed the Finance Committee notifying them of this offer and the Committee subsequently recommended that the Horizon Public Health funds remain invested with the local banking institution rather than investing them in the MAGIC fund.

Motion by Jim Stratton and seconded by Bob Kopitzke to maintain all Horizon Public Health funds at Glenwood State at the increased interest rates. Motion carried.

Preliminary results 2016 Audit findings:

Ms. Siegel informed the Board that the Office of the State Auditor team recently completed their site visit at Horizon Public Health. While the 2016 audit is not yet finalized, the auditing team reported that all of the findings, minus the separation of duties finding, should be resolved for the 2016 audit. Minor items were found during the site visit, but the state auditor staff was uncertain whether they would be cited as official audit findings. The audit report is now in the final stages of review at the Office of the State Auditor and must be officially submitted before the September 30, 2017 deadline.

Administrator report:

IT Server Agreement:

Horizon Public Health's 3-year agreement with ASI for server rental services will be ending at the end of 2017. Preliminary discussions between HPH and ASI have been initiated to determine where the HPH servers will be located starting in 2018. Jay Clark, IT Coordinator, will present a proposal at the next Horizon CHB meeting, including a timeline and total costs.

NACCHO Conference Report from Kathy Werk and Greta Siegel:

Ms. Werk and Ms. Siegel reported on their experience attending the NACCHO conference in Pittsburgh in July 2017. Some of the major takeaways from the national conference was that Public Health accreditation was the norm versus the exception for health departments across the nation and this fact reaffirmed the importance of embarking on this process for HPH. The conference theme was Building Partnerships between Clinical Care and Prevention and focused on the fact that local public health should offer more value and contribution to foster the connection with providers. The messaging for Public Health and the importance of telling our story was emphasized as well as Public Health 3.0 and the ability of local public health to convene partners around health issues in their regions.

Adjourn: The meeting was adjourned at 10:25 a.m. The next meeting will be Monday, September 11, 2017 at 9:00 a.m. at Douglas County Public Works in Alexandria.